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Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120022-5

30 April 1962

MEMORANDUM FOR: Chief, Salary and Wage Division,
Office of Personnel

SUBJECT: Classification of Courier Positions

1. The proposed CIA Position Standard for courier positions has been reviewed as requested and compared with duties and requirements for existing NPIC courier positions. While the descriptions given generally conform with the duties of NPIC couriers, we do not feel that the proposed grade structure is realistic in terms of the requirements of the job and today's labor market. In preparing the Standard, the major consideration appears to have been on the non-professional nature of these jobs with little emphasis on the scope and effect.

2. Without attempting to overdramatize the point, the security aspects of a NPIC courier position demand that individuals entrusted with the highly sensitive materials carried must be intelligent, alert, tactful, and completely reliable. They must be on-call on a seven day round-the-clock basis, have a thorough knowledge of the regulations involving multiple codeword systems, and be prepared to perform in a variety of functions. The effect of error on their part would have grave consequences indeed.

3. The military services have long recognized the need for utilizing "higher-level" personnel to courier sensitive material even though much of the work is physical in nature. The Officer Courier Service utilizes Second Lieutenants and Ensigns for this type work (which equates to a GS-7) with the full realization that the security requirements involved in handling highly classified materials are of overriding importance.

4. In 1956, the NPIC courier positions were established at the GS-7 level to attract and hold higher-level non-professional personnel. Experience has proven that this was a wise investment in terms of the personnel we have been able to hire for these positions. This group has repeatedly responded to the urgent requirements of the Center in a smooth and reliable manner. For this reason we strongly recommend that the NPIC courier positions remain as presently classified at the GS-7 level.

Chief, Administrative Staff, NPIC

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Note: This was proposed as an additional level to be added to the standards that are thermofaxed. 9 March 1962

COURIER D

DUTIES:

1. Collects, transports, delivers and provides logging or receipts for documents, mail, packages, and other material in the following work situations:

25X1 a. Provides officer courier service as specified in CIA Regulation [] within and outside the Washington Metropolitan area on routes and schedules which include five or more criteria (RD, SI, White House, etc.) in addition to security classifications. Work requires special briefing, adherence to and knowledge of CIA Special Intelligence Regulation [] security defensive measures and delivery instructions which may change on a day-to-day basis. Exercises tact in establishing identity of recipient, and assuring delivery and return of material to restricted areas where custody can be maintained; or

25X1 b. Provides regular and/or special officer courier service for items which usually involve material with control criteria in addition to security classification, and requiring delivery within or outside Washington Metropolitan area. Sensitivity of such items calls for the carrying of and potential use of side arms for protection of items carried. Such work involves detailed control criteria and supplementary instructions on delivery, and retention of custody while at delivery point. Such custody at delivery point involves safeguarding the material while it is being read personally by the recipient by ensuring that no unauthorized personnel are present while the material is being read. This often requires the exercise of extreme tactfulness and discretion on the part of the courier especially in contacts with cabinet-level and White House Staff officials. Must be completely adaptable and flexible to the demands of urgent assignments during and after normal working hours. Level of contacts requires neatness in dress and appearance. Studies alternate routes and movements in the light of weather reports, travel obstructions and/or unexpected situations which might create security hazards during trip, make adjustments and takes precautions accordingly.

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2. May serve as armed escort to high ranking non-courier personnel detailed to carry and make actual delivery of highly sensitive material.

SUPERVISION AND GUIDELINES

Separate and detailed instructions and guides are provided on a continuing basis for specially controlled security activities. Specific guides are provided while enroute only as necessary to insure delivery or pickup as changes occur.

COMMENT: This office recommends that the reference to SI material made in p. S. for Courier C be deleted.

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MESSENGER AND COURIER STANDARD

GS-03	GS-04	GS-05	GS-06	GS-07
<p>1. Messenger service for unclassified material outside the Agency, within the metropolitan area.</p> <p>2. Messenger service for classified material through secret within same building and other Agency buildings in the metropolitan area.</p> <p>3. Messenger service for Top Secret material within the same building or compound, for material with any classification or control within the secure area.</p>	<p>1. Courier service for material through Top Secret outside the Agency, within the metropolitan area.</p> <p>2. Courier service including registering and delivery of Top Secret material between Agency compounds.</p> <p>3. Courier service and sorting of material subject to control stamps within and/or between secure area.</p> <p>4. Courier service on one-time basis for material requiring special controls.</p>	<p>1. Courier service for material having 1 to 5 control criteria (NATO, SEATO, RD, White House, etc.) requiring special briefing and adherence to security defensive measures, identification of recipient, etc.</p> <p>2. Courier service within or outside Washington metropolitan area requiring carrying of and potential use of side arms.</p>	<p>Same as GS-05 except Courier service for 5 or more control criteria including limited SI clearance.</p>	<p>Same as GS-06 except that control criteria includes full SI clearance and work requires special briefing, adherence to and knowledge of CIA Special Intelligence Regulation <input type="checkbox"/> security defensive measures and delivery instructions which change from day-to-day. Work requires tact in establishing identity of recipient, retention of custody at delivery point, safeguarding material by exclusion of unauthorized personnel at delivery site.</p>

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